

Assignment of benefit checklist for each role

What each person in the practice needs to check, from booking to the 1 July 2027 deadline.

Until 30 June 2027, patients can agree verbally in any setting; from 1 July 2027, new agreements need a signature. The practice, not the patient, keeps each agreement for 2 years.

Practice manager

- ☐ Confirm how each bulk-billed service gets an agreement, pre-service at booking or check-in, or post-service after the consult.
- ☐ Check that your software records every required detail, including “verbal agreement” and the date when consent is verbal.
- ☐ List MyMedicare, aged care, and Aboriginal Community Controlled Health Organisation (ACCHO) or Aboriginal Medical Service (AMS) patients who could use an enduring agreement, one per GP. For MyMedicare enduring agreements, set up the 24-hour notification.
- ☐ Record the date each signed enduring agreement was made and who will register it with Services Australia; one not registered within 12 months ends automatically.
- ☐ Plan the move to signed consent before 1 July 2027, whether by SMS, tablet, Easyclaim or paper.

Reception

- ☐ When consent is verbal, record that it was verbal and the date in the agreement itself, and do not act as the assignor.

GPs

- ☐ Each GP needs their own agreement with the patient, and every in-scope service is bulk billed while an enduring agreement is in effect.

Owner

- ☐ Budget for signature tools before 1 July 2027 and watch for updates during the transition.